

## CLAIM FOR REIMBURSEMENT INSTRUCTIONS for the Summer Food Service Program (SFSP)

The Claim for Reimbursement is submitted on line at <http://data.opi.mt.gov/cnp/Login.asp>. The system will not accept claims that are 60 days past the month being reported.

### **Claim Detail**

1. Report the Average Daily Participation, Number of Sites and Operating Days covering the month being reported. Claiming periods may exceed one month. If the program operates for nine days or less in the following or preceding month, include in the month being reported. However, a claim may not cover more than two months. Report the following Items.

### **Eligible Meals Served**

2. Number of eligible child meals served in each category from the Monthly Meal Summary or Monthly Consolidation Form,
3. Second Meals served to students,
4. Total Meals served,

### **Non-Program Adult Meals Served**

5. The total number of non-program Adult Meals Served,

### **Non-USDA Income to Program**

Leave Blank

### **Program Expenses**

Leave Blank

6. Check if claim is ready to submit and click on "Submit."